

**NURSING HOME ADMINISTRATORS EXAMINING BOARD  
MINUTES  
MADISON, WISCONSIN  
DECEMBER 14, 2000**

**PRESENT:** Karen Robinson, Robert Mulder, Robert Kessler, David Egan, Roxann Sobek

**ABSENT:** Omar Barberena, Anthony Oberbrunner, Jerry Schallock, and Patricia Schulz

**STAFF PRESENT:** Cletus Hansen, Jan Neitzel; Ruby Jefferson-Moore, Legal Counsel

**CALL TO ORDER**

The meeting was called to order at 9:56 a.m. by Karen Robinson, Chair. A quorum of 5 voting members was present.

**AGENDA**

**MOTION:** Robert Mulder moved, seconded by Roxann Sobek, to adopt the agenda as published. Motion carried unanimously.

**MINUTES (10/12/00)**

**MOTION:** Robert Mulder moved, seconded by David Egan, to approve the minutes, as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

**Secretary Cummings' Report**

Secretary Cummings was unavailable to address the Board.

**Bureau Director's Report**

- **Board Roster**

The Board received an updated copy of the Board roster. Noted.

- **2000 Meeting Dates/2001 Proposed Meeting Dates**

A copy of the 2001 meeting dates was included in the agenda packet. Noted.

- **To-Pass Folder**

Information was circulated in the To-Pass Folder and duly noted.

### **MEMO OF AGREEMENT BETWEEN DHFS AND DRL, REGARDING SUBSTANDARD QUALITY OF CARE**

The Board received a copy of the memo of agreement between the Department of Health & Family Services, Division of Supportive Living-Bureau of Quality Assurance, the NHA Board, and the DRL. Noted.

### **LEGISLATIVE UPDATE**

#### **SB 299 and AB 607, Requirements that Apply to a Person Taking the Examination for a Nursing Home Administrator License**

Clete Hansen reported that Dr. Wasserman has contacted Senator Moen's office relating to the reintroduction of SB 299 and AB 607.

The Board would like to be more active in the legislative process when SB 299 and AB 607 begin the hearing stage.

### **ADMINISTRATIVE RULES UPDATE**

#### **Revision of HFS Rules**

The Board discussed the family care project revision and the proposed change requiring pre-approval for nursing home admittance.

#### **Whether Any NHA Rules Need Revision**

The Board discussed periodic review of the rules for necessary changes, clarification of the statutes so a license holder can better understand the statutes, and the removal of the requirement that an applicant must submit an examination application 60 calendar days prior to the date of the examination.

**MOTION:** Robert Kessler moved, seconded by Roxann Sobek, to request that a scope statement be written to revise the rules, as suggested by Ruby Jefferson-Moore, except that the Board prefers not to prepare a rule regarding review of examination results by applicants. Motion carried unanimously.

### **EXAMINATION ISSUES**

### **Committee to Review Exam Questions After the Meeting**

The Committee will review examination questions after the Board meeting.

### **Reports From Exam Center**

Darwin Tichenor explained the results of the nursing home administrator national examination.

The Board noted that a candidate who fails the nursing home administrator exam can take the exam again as soon as the score has been received by the candidate. A candidate can take the exam numerous times.

The Board discussed the lower percentage of passing scores on the state examination versus the national examination. The Board believes that the state exam is specific to the state of Wisconsin and could account for the lower score.

### **Instructions to Applicants For Examination**

The Board received a copy of the December 14, 2000, examination application instruction packet. Noted.

## **BOARD MEMBER ACTIVITY**

None.

## **CITING GUIDELINES OF THE BUREAU OF QUALITY ASSURANCE**

Informally table until the next meeting, because Anthony Oberbrunner was absent.

## **CORRESPONDENCE FROM THE NATIONAL ASSOCIATION OF BOARDS OF EXAMINERS OF LONG TERM CARE ADMINISTRATORS (NAB)**

The Board stated that long-term care is not regulated by the Nursing Home Administrators Board.

## **RESULTS OF CAREGIVER BACKGROUND CHECK**

The Board discussed the November 1, 2000, caregiver background check relating to Genevieve Martineau, showing that Ms. Martineau has “no criminal record” and that Ms. Martineau has been disciplined by the Board. The Board expressed concern about the adequacy of information in the portion of the report that is generated by the Department of Health and Family Services.

The Board discussed ways to improve the flow of information between the BQA and DRL in respect to disciplinary actions against credential holders. Clete Hansen will check with DOE regarding the flow of information between BQA and DRL relating to disciplinary actions.

The Board requested that Jack Temby, DOE, be present at the February 15, 2001, meeting to discuss the process of relaying information to BQA on disciplinary cases.

The Board requested that DOE forward any disciplinary actions to BQA.

## **MISCELLANEOUS CORRESPONDENCE/INFORMATION**

### **Summary of Caregiver Meeting**

The Board received a copy of the October 27, 2000, memo relating to the meeting with representatives of the Wisconsin Department of Health and Family Services (DHFS), Bureau of Quality Assurance, and the Department of Regulation and Licensing. Noted.

### **Approval of Ottawa University "Program of Study"**

The Board discussed the request from Ottawa University to consider specific courses for approval as courses of instruction for nursing home administrators.

**MOTION:** David Egan moved, seconded by Roxann Sobek, to approve courses relating to comprehensive long-term health care, issues in gerontology, long-term-care policy and regulation, and long-term care administration as a specialized course of instruction and as a program of study. Motion carried unanimously.

## **NEW BUSINESS**

None.

## **RECESS TO CLOSED SESSION**

The Board did not recess into Closed Session.

## **OTHER SUCH ITEMS AS AUTHORIZED BY LAW**

None.

## **ADJOURNMENT**

**MOTION:** Roxann Sobek moved, seconded by Robert Mulder, to adjourn the meeting at 11:08 a.m. Motion carried unanimously.

**MOTION:** Roxann Sobek moved, seconded by Robert Mulder, to withdraw the motion to adjourn. Motion carried unanimously.

The Board withdrew the motion to adjourn the meeting and to continue with Open Session 11:08 a.m.

Darwin Tichenor gave his report on the national and state examination statistics.

**MOTION:** Roxann Sobek moved, seconded by Robert Mulder, to adjourn the meeting at 11:24 a.m. Motion carried unanimously.